

ETTA Safety Committee Minutes

Tom Wilder

Committee: Tom Wilder & Fleda Anderson

Date: April 05, 2013

Time: 10:00 AM – 12:00 Noon

Fleda and I met today and we performed our final review of our new DRAFT ETTA safety policies. Final edits were made to the policies and they were submitted to Wanda Lagoe for final review/approval.

Policy 1 - "Safety and Health Committee"

Policy 2 - "Fire Safety"

Policy 3 - "Automated External Defibrillators"

Policy 4 - "Safe Travel"

Policy 5 - "Employee Safety Rules"

Policy 6 - "Hazard Assessment & PPE"

Policy 7 - "Medical Evaluation and Surveillance"

Policy 8 - "Respiratory Protection"

Policy 9 - "Bloodborne Pathogens"

From our review, we are planning to perform a new ETTA Hazard Assessment (Appendix B) as well as review the need and future use of the PPE form (Appendix A).

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June 06, 2013

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Date: June 06, 2013

Time: 10:00 AM – 11:30 PM

ETTA Safety Policies:

Since the last meeting, 8 of the 9 new DRAFT ETTA safety policies were approved by Wanda Lagoe and were awaiting signature from Connie Deuser. Upon further review, we realized that (per a higher level NCDOL policy) that we should have distributed the policies to fellow ETTA employees for comment (10 day review period) prior to approval. Also, we noted that we had required two signatures when in fact, there is only one required bureau chief approval signature. So as a result, I am removing the extra signature space and will route the 8 policies to ETTA for review/comment. Once comments are reconciled, policies will go to the bureau chief for approval and upload to the intranet.

Routing for comment:

Policy 1 - "Safety and Health Committee"

Policy 2 - "Fire Safety"

Policy 3 - "Automated External Defibrillators"

Policy 4 - "Safe Travel"

Policy 5 - "Employee Safety Rules"

Policy 7 - "Medical Evaluation and Surveillance"

Policy 8 - "Respiratory Protection"

Policy 9 - "Bloodborne Pathogens"

Needs more work and new ETTA **hazard** assessment:

Policy 6 - "Hazard Assessment & PPE"

New ETTA Safety Committee:

Rossana Prevost has been appointed by Marcy Collyer to be the ETTA Safety Committee Lead Person. Fleda Anderson continues as a co-member and alternate to attend steering committee meetings. Due to Rossana's upcoming maternity leave, Fleda will assume the lead and all duties during Rossana's leave.

ETTA Safety Role in Bureau Meetings:

We are now proposing (per Bureau Chief approval) that we allow a short standard amount of time in each Bureau Meeting to cover a non-required Safety/Health topic, a required Safety Training topic or communicate/summarize a safety policy. If time does not allow this in Bureau Meetings, then Supervisors will need to cover this information in their functional area meetings.

Tom Wilder